



# FREDERICK COUNTY GOVERNMENT

## DIVISION OF FINANCE

Department of Procurement & Contracting

Jan H. Gardner  
County Executive

Lori L. Depies, CPA, Division Director  
Diane Fouche, CPPB, Director

October 24, 2016

### Request for Proposal #16-345 INDEFINITE QUANTITY CONTRACT FOR NPDES CONSULTANT SERVICES Addendum #2

This addendum contains revisions, clarifications, and information pertinent to the Request for Proposal (RFP) for the title project and shall supplement, amend, and become part of the solicitation. All responses shall be based on the solicitation TOGETHER with this Addendum.

Acknowledgment of this addendum shall be submitted with the response. Failure to acknowledge addenda may subject the Contractor to disqualification.

*Proposals are due November 1, 2016 at 3:00 PM.*

#### QUESTIONS:

1. **Question:** *Do we need to include every category from Attachment 8 (Price Proposal) in the org chart and resumes or is this at our discretion?*

**Answer:** The consultant should propose the team of professionals based on the scope of work described in the RFP and provide resumes and org chart, as appropriate.

2. **Question:** *Should the rates include subcontractors or should they provide a separate rate sheet?*

**Answer:** Rates for subconsultants do not need to be separate

3. **Question:** *Page 12, section 3.4.2, you mention "design and engineering" of stream restoration, stormwater and wetland projects. What level of design is anticipated under this contract?*

**Answer:** Typically, under this contract, we will require between 15% design development and 30% conceptual; however, we sometimes will require 100% design for smaller types of projects.

4. **Question:** *Page 14, Use of Sub-consultants, do you want us to also list vendors (such as a laboratory or driller) or only sub-consultants that would provide the "core" services listed in the RFP?*

**Answer:** Please provide a list of subconsultants that provide "core" services.

5. **Question:** *Page 19, resumes of key personnel, please confirm that you only want resumes for the key staff providing core services, and not for every labor category listed in Attachment 8.*

**Answer:** Please provide resumes for the key staff providing core services.

6. **Question:** *Page 20, section 13.4, do you have a format in mind for the individual presentations?*

**Answer:** No.



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7. **Question:** *Should price proposal (Attachment 8) show blended rates between prime and subs (e.g., one rate for all water resource engineers), or should we provide a separate form for each firm?*

**Answer:** It should be one rate.

8. **Question:** *What is supposed to be filled in under title on Attachment 8?*

**Answer:** The title of the RFP.

9. **Question:** *Is there a maximum page limit for the proposal?*

**Answer:** No.

10. **Question:** *Section 13.2.1.3.3 – Project examples. Is there a page limit on the project examples?*

**Answer:** No.

11. **Question:** *Section 13.2.1.2.3 – Is there a limit on the number of resumes (or key staff) we can provide?*

**Answer:** No.

12. **Question:** *Page 23, Section Electronic and Hard Copies – Can you provide specific instructions for the redacted electronic version?*

**Answer:** Please refer to section 18 PUBLIC INFORMATION/PROPRIETARY/  
CONFIDENTIAL INFORMATION:

13. **Question:** *Please confirm the County only wants three projects within the past three years from the Prime Consultant.*

**Answer:** Confirmed.

14. **Question:** *Will the County accept proposals from Joint Ventures?*

**Answer:** Yes, the attached “Joint Venture Form” must be filled out and submitted with the proposal as well as providing anything required in the “Joint Venture Form”. Also, if awarded, COI’s must be provided from all participating firms and a COI in the name of the Joint Venture that will enter into the contract must be provided.

### REVISIONS:

-DELETE attachment 8 “Price Proposal Cover Page” in its entirety and REPLACE with “Revised Price Proposal Cover Page”

### CLARIFICATIONS:

1. Liquidated damages do not apply to this contract.
2. Dates for presentations are subject to change and will be coordinated with firms selected if necessary.



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#### ATTACHMENTS:

- Revised Price Proposal Cover Page
- Joint Venture Form

Except as noted herein, all terms and conditions of the document referenced, as heretofore changed, remain unchanged and in full force and effect.

Brian Stieg, Project Manager IV  
Department of Procurement & Contracting

# ATTACHMENT 8

## REVISED - PRICE PROPOSAL COVER PAGE

(Must be submitted separately from the Technical portion of the proposal)

TITLE: \_\_\_\_\_

DESIGN DISCIPLINE/PERSONNEL	ESTIMATED HOURS	BILLABLE RATES	TOTAL
<b>Civil Engineer</b>			
Principal	120		
Project Manager	250		
Designer	350		
Draftsperson	200		
Administrative	80		
Environmental Engineer	220		
Hydraulics Engineer	220		
Hydrologist	220		
Water Resources Engineer/Water Quality Modeler	220		
Field Technician	200		
<b>Biologist</b>			
Principal	80		
Project Manager	220		
Project Engineer (Mid-Level Biologist)	230		
Junior Project Engineer	260		
<b>Geotechnical Engineer</b>			
Principal	20		
Project Manager	50		
Field Technician	100		



Administrative	20		
<b>Natural Resources</b>			
Wetland Scientist	40		
Wetland Delineator	60		
Natural Resource Specialist	40		
Field Technician	100		
<b>GIS</b>			
Senior GIS	80		
Mid-Level GIS	200		
<b>Research Assistant</b>	80		
<b>Database Manager</b>	200		
<b>Contract Administration</b>	40		
<b>Report Writing</b>			
Technical Writer	100		
<b>Survey</b>			
Registered Land Surveyor	80		
3-Person Survey Crew	100		
2-Person Survey Crew	200		
Office Tech	40		

DESCRIPTION OF ITEMS AND UNIT PRICES	UNIT	AMOUNT
<b>Sampling and Drilling Services:</b>		
Mobilization and Demobilization of Equipment	Per Site	\$
Soil Boring (less than 60 blows per foot)	Per Foot	\$
Soil Boring (greater than 60 blows per foot)	Per Foot	\$
Rock Coring Minimum Setup	Per Foot	\$
Rock Coring	Per Setup	\$
Shelby Tube Sampling	Per Sample	\$
Auger Probe	Per Foot	\$
Bag Samples of Auger Cuttings for Laboratory Testing	Per Sample	\$
<b>Soil Identification:</b>		
Visual Engineering Classification	Per Test	\$
Soil Moisture Content	Per Test	\$
Atterberg Limits (liquid limit and plastic limit)	Per Test	\$
Grain Size Analysis	Per Test	\$
Percent Passing #200 Sieve	Per Test	\$
Organic Content	Per Test	\$
Undisturbed Soil Classification	Per Test	\$
<b>Compaction and Density:</b>		
California Bearing Ratio	Per Test	\$
Standard Proctor (ASTM D-698) – 4 Inch	Per Test	\$
Standard Proctor (ASTM D-698) – 6 Inch	Per Test	\$
Modified Proctor (ASTM D-1557) – 4 Inch	Per Test	\$
Modified Proctor (ASTM D-1557) – 6 Inch	Per Test	\$

DESCRIPTION OF ITEMS AND UNIT PRICES	UNIT	AMOUNT
<b>Lab Analysis Services:</b>		
Benthic Lab Analysis	1	\$
Water Quality Lab Analysis	1	\$

DESCRIPTION OF ITEMS AND UNIT PRICES	UNIT	AMOUNT
24" x 36" Set Of Blue Line Drawings (assume set contains an average of 25 sets)	Per Set	\$
8-1/2" x 11" Specification Booklet (assume 1-1/2" thick book, double sided, with colored divider sheets, cardstock covers, and acco and taped binding)	Per Specification Booklet	\$
Annual Report	Per Report	\$

**THE PERSON COMPLETING THE PRICE PROPOSAL COVER PAGE  
MUST INITIAL ANY ALTERATIONS IN FIGURES IN INK**

COMPANY NAME: \_\_\_\_\_  
PRINT COMPANY NAME

REPRESENTATIVE'S NAME: \_\_\_\_\_  
PRINT REPRESENTATIVE'S NAME

REPRESENTATIVE'S TITLE: \_\_\_\_\_  
PRINT REPRESENTATIVE'S TITLE

TELEPHONE NUMBER: \_\_\_\_\_  
PRINT REPRESENTATIVE'S TELEPHONE NUMBER

EMAIL ADDRESS: \_\_\_\_\_  
PRINT REPRESENTATIVE'S EMAIL ADDRESS



**SCHEDULE A: INFORMATION FOR DETERMINING  
JOINT VENTURE ELIGIBILITY**

1. Name of Joint Venture: \_\_\_\_\_
2. Address of Joint Venture: \_\_\_\_\_
3. Phone No. of Joint Venture: \_\_\_\_\_
4. Identify the firms which comprise the Joint Venture.

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A. Identify the lead firm in the Joint Venture:

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B. Describe very briefly the experience and business qualifications of each firm:

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5. Nature of the Joint Venture's Business: \_\_\_\_\_
6. Provide a copy of the Joint Venture Agreement
7. Name of Insurance Company that will be providing coverage: \_\_\_\_\_
8. Ownership of Joint Venture: (This need not be filled in if described in the Joint Venture Agreement, provided by Question 6):

- A. Profit and loss sharing
- B. Capital contributions, including equipment
- C. Other applicable ownership interests

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9. Control of and participation in this contract. Identify by name, title, and firm those individuals who are responsible for day-to-day management and policy decision-making, including, but not limited to, those with prime responsibility for:

A. Final Decisions \_\_\_\_\_

B. Management Decisions, such as:

1. Estimating \_\_\_\_\_

2. Marketing and Sales \_\_\_\_\_

3. Hiring and firing of Management Personnel \_\_\_\_\_

4. Purchases of Major Items or Supplies \_\_\_\_\_

C. Supervision of Field Operations \_\_\_\_\_

D. Signature Authority \_\_\_\_\_

10. Provide primary contact information for all firms (including name, phone number, email address and firm name): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** If, after filing this Schedule A and before the completion of the Joint Venture's work on the contract covered by this regulation, there is any significant change in the information submitted, the Joint Venture must inform the Grantee, either directly or through the prime contractor if the Joint Venture is a subcontractor.

**SCHEDULE A: INFORMATION FOR DETERMINING  
JOINT VENTURE ELIGIBILITY**

**AFFIDAVIT**

"The undersigned swear that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venture in the undertaking. Further, the undersigned covenant and agree to provide to the grantee current, complete and accurate information regarding actual joint venture work on the payment therefore and any proposed changes in any of the joint adventure arrangements and to permit the audit and examination of the books, records and files of the joint venture, or those of joint venture relevant to the joint venture, by authorized representatives of the grantee or the federal funding agency. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initialing action under federal or state laws concerning false statements."

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SCHEDULE A: INFORMATION FOR DETERMINING  
JOINT VENTURE ELIGIBILITY**

State of \_\_\_\_\_, County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me appeared known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by \_\_\_\_\_

(Name of Firm)

to execute the affidavit and did so as his or her free act and deed.

Seal

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me appeared known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by \_\_\_\_\_

(Name of Firm)

to execute the affidavit and did so as his or her free act and deed.

Seal

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_